JMU Assistantships Training

The Graduate School

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U N I V E R S I T Y®

In Today's Session:

- The Graduate School's Role

- What Does an Assistantship Include?

- Assistantship Approval Cycle for Stipends and Tuition

- Next Steps Before and After ePAR Approval Process

- Policies and Procedures
  - Underloads and Additional Employment

- Additional Resources and Information

- Questions

Get An Assistantship

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The Graduate School (TGS) – Graduate Student Financial Support

- One of many stakeholders involved in Graduate Student Financial Support
  - Financial Aid
  - University Business Office
  - Student Employment
- Graduate Student Financial Support Director's Role:
  - Assistantships
  - Graduate State Scholarship Awards
  - Partnerships (Internal and External)

What does an assistantship include?

Financial Assistance to Graduate Students

- Provides:
  - Tuition Support (varies by position)
  - Stipend (varies by nature of assistantship)

- Classifications
  - Graduate, Service, Research, Teaching, Athletic, and Doctoral Assistants

Responsibilities Attached to Assistantship Position

- Maintain a 3.00 GPA or better
- Full-Time enrollment of nine graduate credit hours per semester
- Twenty hours of work per week
- Complete a successful evaluation each semester with supervisor/employer

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Next Steps During and After ePAR Approval Process

- Departmental Support Staff and/or Graduate Program Directors Monitor ePAR Approval Process
    - Different stakeholders are involved before and after TGS in approval process
    - TGS Approval
        - All ePAR Hiring Actions are provided to the Office of Financial Aid by Wednesday at 05:00 PM (Approved actions from Thursday, 08:00 AM – Wednesday, 05:00 PM)
    - Office of Financial Aid
        - Lists anticipated aid into each student's account, but it them a week or so to insert this action into the student's account. Tuition disbursements occur after the add/drop period of each semester.

Policies and Procedures Underloads and Additional Employment

Make sure to become aware of these forms and process for each one of them!

- Underload Request Form
  - One semester throughout academic career – six graduate credit hours
  - Form must include all necessary signatures prior to submitting it to TGS
- Additional Employment Request Form
  - Affordable Care Act (ACA) – 29 hours of work per week
  - 20 hours in assistantship automatically
  - Nine extra hours must come from student employee or wage position

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Underload Request/Notification Form

Name: _____

PeopleSoft ID: _____

E-mail address (for approval notification) _____

I am requesting an underload for the _____ semester of _____ year.

I will be carrying _____ hours (*cannot be less than 6 graduate hours*).

Assistantship Hiring Department: _____

My reason(s) for making this request is/are:

_____

Note that students on assistantships should be enrolled in at least 9 hours per semester and that an underload of no less than six graduate hours is generally granted for only one semester. Underloads are usually requested by students in the first or last semester of their program, or due to extenuating circumstances. Approval for the underload should be requested with appropriate justification and signature of the academic advisor and department head.

Student Signature: _____ Date: _____

Request Endorsed: Assistantship Supervisor: _____

           Your Major Advisor: _____

           Graduate Program Coordinator: _____

Approved by The Graduate School: _____

Please send this form to The Graduate School, MSC 6702 after securing department signatures.

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Approval for Employment in Addition to an Assistantship

Graduate students who receive a stipend from Virginia state funds via an assistantship are occasionally permitted to accept JMU employment in addition to the assistantship. Permission for such employment must come from The Graduate School, in response to approval by the student's program director or advisor. The student and director or advisor should carefully consider the effect of additional employment on the student's academic performance. Students cannot be paid for work until it is approved. Under the Affordable Care Act, non-fulltime employee may work no more than 29 hours per week. Most Graduate Assistantships are considered to require 20 hours of work per week. Additional employment should be approved prior to work completion and the number of hours worked in any given week should total 29 hours or less. Payroll will not process a par to pay a student holding an assistantship until permission is granted by The Graduate School.

Date of request: _____

Student Name: _____

Assistantship hiring department: _____

Average number of hours worked weekly in the assistantship: _____

Department in which the additional employment is requested: _____

○ Employment will be ongoing weekly; Number of hours on average to be worked weekly in additional employment: _____; Date on which employment will begin _____

○ Employment will be one time or occasionally; Number of hours to be worked in total for additional employment: _____; Date on which employment will take place _____.

Student Signature _____ Date _____
"I understand the limit on hours of employment in addition to my assistantship as required by JMU in light of the ACA."

Graduate Program Director /Advisor Signature _____ Date _____
"I approve this student's request to work another job in addition to his/her assistantship."

Assistantship Supervisor Signature _____ Date _____
"I approve this student's request to work another job in addition to his/her assistantship."

Director of Student Support Signature _____ Date _____

Please submit this form to The Graduate School, MSC 6702, or fax 568-7860.

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Additional Resources and Recommendations

- Apply for FAFSA through https://studentaid.gov/

- Visit JMU JobLink - https://joblink.jmu.edu/ for additional wage or student employee positions

- Contact TGS and/or Director, Graduate Student Financial Support through email - grad@jmu.edu and/or escalobd@jmu.edu for questions regarding underloads, additional employment, and assistantship inquiries

- Please check your JMU Employee E-mail for the assigned assistantship

- Please check out our website in The Graduate School: https://www.jmu.edu/grad/prospective/Tuition-and-Aid.shtml

- Forms can be found in the Graduate School site: https://www.jmu.edu/grad/current-students/graduate-forms.shtml

- Work with your respective supervisor on specific guidelines and expectations in your respective work environment

- Additional resources and updates will be shared on our Canvas site for Assistantship, starting on Monday, August 24, 2020